

QUICK GUIDE

Cohort graduation rate for the Class of 2016 is calculated as follows:

$$\frac{\left(\text{Number of cohort members who earned a regular high school diploma that fully aligns with the State's content standards through summer 2016 \right)}{\left(\text{Number of first-time 9th graders in fall 2012 (starting cohort) plus students who transfer in, minus students who transfer out, emigrate, or die during school years 2012-13, 2013-14, 2014-15, 2015-16 and through summer 2016 \right)}$$

NEW! Appeals will NOT be reviewed until corresponding supporting documentation is submitted.

| | Review Window | Appeals Window | Follow-up Window |
|--------------|---|---|--|
| Where | Go to the Cohort Final Year Graduation Rate Appeals application under the My Applications menu on the ISEE Portal (https://isee.sde.idaho.gov) <u>Contact your district's technology coordinator to gain login credentials</u> | | |
| When | 10/24/16 – 11/18/16 | 11/28/16 – 12/30/16 | 01/16/17 – 01/20/17 |
| Why | To fix incorrect exit dates and reasons through ISEE | To remove cohort members from the denominator | To follow-up on returned appeals |
| What | Resubmit ISEE files | Submit appeals <u>and supporting documentation (required)</u> | Resubmit returned appeals with additional information |
| How | Districts and schools are expected to take the following actions during this period: 1) Log in to Cohort Graduation Rate Application (Page 4) 2) Review List of Cohort Members (Page 6) 3) Fix Incorrect Exit Dates and Reasons (Page 8) | Districts and schools are expected to take the following actions during this period: 1) Prepare for Appeal (Page 10) 2) Submit Appeal (Page 11) See Appendix I for a list of acceptable documentation. | Districts and schools are expected to monitor their own appeals and contact the SDE for any questions or concerns. |